



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 9/21/72	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received: NOV 16 1972	Date Completed: 3/8 NOV 21 1972
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Planning and Programming - Urban Planning Equitable Building Atlanta, Georgia		4. Person to Contact Nick Mosgovoy	
		5. Working Title Chief of Urban Plan.	6. Tel. No. 5368

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.
- ☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

9. Exact Series Title

1962 - To Date

Transportation Urban Planning Project Files

10. What is the function of the office in which this record series is created

To develop transportation plans and programs for the highway systems of urban areas. Urban areas are defined as those areas with populations of 5,000 or greater. Comprehensive long-range plans are developed for urban areas with populations in excess of 50,000 as well as for some areas of less than 50,000. Plans for the other urban areas with populations less than 50,000, focus on the current needs of the areas. The Planning process includes an evaluation of the present highway system, current socio-economic factors and the development of forecasting models and plans for federal and state highway systems.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

The record series consists of: Project status information-monitoring of implementation of plan; project scheduling; environmental data; Federal Aid Program Data; Preliminary Surveys and Evaluation Inspection Reports; project design; project funding; cost estimates; letter of approval and/or authorization.

The series is filed alphabetically by county and by project number within each county.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers					1	2	
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)			
				8			
Lateral File Drawers	4	8.0		This Year's	Last Year's	Preceding Year's	All Prior Year's
			AVERAGE DAILY REFERENCES	20	20	20	10

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

	YES	NO
13. Is this the Record Copy of the series?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Is there a duplication of this series in another office or agency? Partial duplication of information in Programming.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Does the series contain classified information requiring security handling?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. Does the series initiate, amend or terminate agency policies and procedures?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18. Could the function be performed if the files were lost or destroyed? Could be partially reconstructed from computer tapes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20. Does the record series provide data as input to an EDP file?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. Does the record series contain documentation produced as EDP printout? C.P.M. Project Scheduling Printouts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
22. Has the Federal Government issued instructions governing retention/disposition of these files?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
23. Will there be a need for these records 10, 15 years from now? If yes, what?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

24. REQUIREMENTS. The following requires the files to be kept 3 years: After FHWA final payment of project.

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☒ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

U. S. Department of Transportation, PFM 30-9, Appendix A.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ Other FHWA Final payment of project, then:

Place in inactive file upon final FHWA payment of the project. Cut off inactive file on 1 July of each year. Transfer to State Archives for permanent retention.

Attach Samples of the Series		Records Management Officer	Date
26. Recommendations	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	<i>7/2/72</i>
in Paragraph 25 are:	State <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency/Designee <i>[Signature]</i>	Date <i>10-13-72</i>
	Records <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Department of Audits/Designee <i>William M. Dujan</i>	Date <i>11-17-72</i>
	Committee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State/Designee <i>Carroll Hart</i>	Date <i>11-17-72</i>
		Department of Law/Designee <i>Robert Shell</i>	Date <i>11-22-72</i>